

# **AIRCRAFT DISPATCHER**

## **UNIT 1 – AIRCRAFT FLIGHT PLANNING**

### **LESSON A – FLIGHT CRITERIA AND CLASSIFICATIONS**

#### **INSTRUCTIONS TO THE INSTRUCTOR**

Unit 1 is composed of four lessons; consider using more than one qualified instructor to teach this unit.

The intent of this lesson is to identify the types of aircraft flights and missions and the ordering requirements for each. Encourage the students to ask questions and make comments. The scenarios in Unit 1C will rely on the definitions presented here to complete the exercises. Ensure that the students have a good understanding of this material.

## NOTES

## **DETAILED LESSON OUTLINE**

<b>COURSE:</b>	Aircraft Dispatcher
<b>UNIT:</b>	1 – Aircraft Flight Planning
<b>LESSON:</b>	A – Flight Criteria and Classification
<b>TIME:</b>	45 minutes
<b>TRAINING AIDS:</b>	Overhead projector or computer with CD-ROM and computer projector; projection screen; markers, masking tape or tacks; handouts; flip chart
<b>OBJECTIVES:</b>	<p>Upon completion of this lesson, students will be able to:</p> <ul style="list-style-type: none"><li>• Identify four criteria used by an aircraft dispatcher when evaluating flight types.</li><li>• Classify a flight as administrative, non-administrative, tactical fire, or tactical non-fire.</li><li>• List three reference publications that are available to an aircraft dispatcher.</li></ul>



OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>– MSL (Mean Sea Level): altitude measured in feet from average (mean) sea level. Example: A mountain top is at 5,500’ MSL; 500’ AGL would equal 6,000’ MSL.</li> <li>• Personal protective equipment (PPE) is mandatory for all helicopter flights.</li> <li>• Can be administrative or non-administrative</li> </ul>	
<p>2. Special-Use Missions</p> <ul style="list-style-type: none"> <li>• All flights not meeting the definition of “point-to-point” flights</li> <li>• PPE is mandatory.</li> </ul>	1A-07-ACDP-EP
<ul style="list-style-type: none"> <li>• May also be referred to as “Tactical”</li> <li>• Can be administrative or non-administrative</li> <li>• Examples of aircraft that operate below 500’ AGL: helicopters (fire and non-fire), airtankers, smokejumpers</li> </ul>	1A-08-ACDP-EP



OUTLINE	AIDS & CUES
3. Resource Tracking (VFR and IFR) <ul style="list-style-type: none"> <li>a. Radio</li> <li>b. Telephone</li> </ul>	
<p><b>A MORE DETAILED DISCUSSION OF AIRCRAFT CONTRACTS IS PRESENTED IN UNIT 1B.</b></p>	
D. Pilot/Aircraft Carding and Approvals <ul style="list-style-type: none"> <li>• Each pilot must be fully carded and qualified for each mission.</li> <li>• The aircraft must be fully carded for each mission.</li> </ul>	1A-11-ACDP-EP
II. FLIGHT CLASSIFICATION	1A-12-ACDP-EP
A. Administrative Flights <ul style="list-style-type: none"> <li>• Point-to-point flights which are neither mission-oriented nor tactical in nature</li> <li>• Above 500 feet AGL</li> <li>• Ordered via Flight Request rather than a Resource Order</li> <li>• Does not require 15-minute check-in</li> <li>• Example: Movement of personnel to a meeting</li> </ul>	1A-13-ACDP-EP
B. Non-Administrative Flights <p>Flights conducted solely to transport personnel and/or cargo as the result of a Resource Order</p> <ul style="list-style-type: none"> <li>• Point-to-point flight</li> </ul>	1A-14-ACDP-EP

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Above 500 feet AGL</li> <li>• Logistical flight to move aircraft, crews, equipment, supplies, and/or overhead</li> </ul>	
<p>C. Tactical Fire (Special-Use)</p> <p>1. Missions</p> <ul style="list-style-type: none"> <li>• Retardant</li> <li>• Smokejumpers</li> <li>• Infrared—files an IFR flight plan</li> <li>• Lead Plane, Air Attack, Aerial Supervision Module (ASM)</li> <li>• Helitack</li> </ul>	1A-15-ACDP-EP
<p>2. Ordering Procedure</p> <p>Tactical fire missions are ordered on a Resource Order.</p>	1A-16-ACDP-EP
<p><b>1A-01-ACDP, FLIGHT REQUEST, IS GIVEN FOR YOUR REFERENCE. REFER STUDENTS TO THE FLIGHT REQUEST PRESENTED ON PAGES 1A.8 AND 1A.9 IN THE STUDENT WORKBOOK.</b></p> <p>In addition to the Resource Order, complete a Flight Request when an aircraft crosses geographical boundaries.</p> <p>Example: A helicopter en route to a fire ordered on an A# from Colorado to Utah. The Flight Request gets passed along the flight path to dispatch offices where the helicopter will check in en route.</p>	1A-01-ACDP-IR SW pages 1A.8 and 1A.9



OUTLINE	AIDS & CUES
<p>D. Tactical Non-Fire (Special-Use)</p> <ul style="list-style-type: none"> <li>• Examples: Wildlife surveys and aerial photography</li> <li>• May require a cost comparison</li> <li>• Ordered on a Flight Request</li> </ul>	1A-17-ACDP-EP
<p>III. REFERENCE PUBLICATIONS</p> <p><b>REFER STUDENTS TO PAGE 1 OF THE AIRCRAFT DISPATCHER JOB AID.</b></p> <p>A. Interagency Airspace Coordination Guide</p> <p>B. Interagency Air Tactical Operations Guide</p> <p>C. National Mobilization Guide, NFES 2091</p> <p>D. Geographic Area Mobilization Guide</p> <p>E. FSH 5709.16 Flight Operations Handbook</p> <p>F. Interagency Lead Plane Operations Guide</p> <p>G. Interagency Air Tactical Group Supervisor Guide</p> <p>H. Interagency Helicopter Operations Guide (IHOG), NFES 1885</p> <p>I. Interagency Standards for Fire and Fire Aviation Operations, NFES 2724</p>	1A-18-ACDP-EP
<p><b>REVIEW THE LESSON OBJECTIVES.</b></p>	1A-19-ACDP-EP
<p><b>ASK THE STUDENTS IF THERE ARE ANY QUESTIONS.</b></p>	1A-20-ACDP-EP
	1A-21-ACDP-EP

## NOTES

# **AIRCRAFT DISPATCHER**

## **UNIT 1 – PREPARING FOR AN AVIATION OPERATION**

### **LESSON A – PREPARING FOR AN AVIATION OPERATION**

#### **INSTRUCTOR REFERENCE**

<u>Reference No.</u>	<u>Description</u>
1A-01-ACDP-IR	Aircraft Flight Request/Schedule

## NOTES



## HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<b>I. MISSION FLIGHT HAZARD ANALYSIS</b> (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:		
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factors: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors <div style="text-align: center;">SUNRISE _____</div> <div style="text-align: center;">SUNSET _____</div> <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights: <div style="text-align: center;">MAX LANDING ELEV (MSL) _____</div> <div style="text-align: center;">MIN FLIGHT ALTITUDE AGL _____</div> <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other _____
<b>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</b>		
<input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor, carding meets requirements <input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety trainings <input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure <input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use	<input type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions <input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks:	
<b>III. APPROVALS</b>		
NOTE: Reference Handbook 9420 for approval(s) required. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>A. MISSION FLIGHT: Hazard Analysis Performed By:</b>            _____            (Chief-of-Party Signature)         </div> <div style="width: 45%;"> <b>B. MISSION FLIGHTS: Hazard Analysis Reviewed By:</b>            _____            (Dispatcher or Aviation Manager Signature Required)         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**:</b>            _____            (Line Manager Signature)         </div> <div style="width: 45%;">           (Date)         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <b>D. This Flight is Approved By:</b>            _____            (Authorized Signature)         </div> <div style="width: 45%;">           (Date)         </div> </div>		

\*\*For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.